

Terms of Reference for the Events and Publicity Committee



Type & Function: Committee of the Council
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Adopted: 15th May 2023
To Be Reviewed: May 2024

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Town Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles</p> <p>Aim To consider all matters relating to the Town Council’s events, publicity and associated fund-raising activities.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Manage and coordinate events on behalf of the Town Council. ii. Consider and oversee the production and distribution of the Town Council’s publicity, which includes the website, walks guide, newsletter and Petuaria Press. iii. Identify and access appropriate sources of funding to support Town Council events and publicity. iv. Liaise with local groups and partner organisations in the planning of major events in the Town Council area. 	
<p>Budgetary Control The Committee is to have budgetary control, or will be required to monitor certain lines, which will be set out at the same time as the Council’s budget is set.</p>	
<p>Annual Procedural Business</p> <ol style="list-style-type: none"> a. Proposals for expenditure in an ensuing financial year are to be prepared by the Committee before the end of November and submitted to the Finance and Strategic Planning Committee. b. Review the Town Council website and social media and make updates or improvements as deemed necessary. 	

- c. Review the production of the Petuaria Press and make updates or improvements as deemed necessary.
- d. Review stock levels for literature, such as the walk guides, to ensure that there are enough in store and to order more if necessary.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Within the parameters set out in Financial Regulations to undertake contract tendering exercises on behalf of the Council in relation to events and publicity.
- b. To oversee the production and distribution of the Council's newsletter (Petuaria Press).
- c. To consider issues relating to the Town Council's website and social media.
- d. Develop successful partnerships and work effectively with representatives from local groups, organisations and other public bodies.
- e. Explore sponsorship and other financial support and resources for events and publicity.
- f. Work with partners on promoting and organising major events in the Town Council area.
- g. To nominate on behalf of the Town Council representatives to participate in joint working parties and committees which relate to event planning.
- h. Take a lead role in organising any events that the Town Council may decide to hold or is participating in.
- i. To approve via email the removal of any controversial or sensitive content on social media.
- j. To approve final draft of quarterly publication of the Petuaria Press for print and publication.